Council

Mr D Goldson
Chairman of the Council

Mr G Walden
Vice-Chairman of the Council

Agenda -

Date -
Monday 15 December 2014

Time
7.30 pm

Place
Council Chamber
South Norfolk House
Swan Lane
Long Stratton Norwich
NR15 2XE

Group Meetings

Conservatives:
Cavell & Colman Rooms 6.30 pm

Liberal Democrats:
Blomefield Room 6.30 pm

Contact
Claire White  tel (01508) 533669
South Norfolk District Council
Swan Lane
Long Stratton Norwich
NR15 2XE

Email: democracy@s-norfolk.gov.uk
Website: www.south-norfolk.gov.uk

If you have any special requirements in order to attend this meeting, please let us know in advance
Large print version can be made available
The Council's Prayer

A G E N D A

1. - Apologies for absence;

2. - Urgent Items

Any items of business which the Chairman decides should be considered as matters of urgency pursuant to Section 100 B (4) (b) of the Local Government Act, 1972; [Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency.]

3. - To Receive Declarations of Interest from Members;
   (Please see guidance form and flow chart attached – page 4)

4. - To confirm the minutes of the meeting of the Council held on Monday 22 September;
   (attached – page 6)

5. - Chairman’s Announcements;
   (engagements attached – page 13)

6. - To consider any petitions received under Section I of the “Rights of the Public at Meetings”

7. - Recommendations from the Cabinet;

   PLEASE BRING YOUR CABINET PAPERS FOR THE MEETINGS HELD ON 27 OCTOBER AND 8 DECEMBER 2014

   (i) Capital and Treasury Management Report Quarter 2 2014/15;
   (item 6 page 30 of the Cabinet agenda, 27 October)

<table>
<thead>
<tr>
<th>RESOLVED:</th>
<th>TO RECOMMEND THAT COUNCIL:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a) Approves the 2014/15 prudential indicators for the quarter.</td>
</tr>
<tr>
<td></td>
<td>b) Notes the treasury activity in the quarter and that it complies with the agreed strategy.</td>
</tr>
<tr>
<td></td>
<td>c) Agrees to loan £200,000 to Build Insight Limited for working capital at a commercial rate of interest for a period of two years.</td>
</tr>
<tr>
<td></td>
<td>d) Agrees to retain the 10 houses identified in the report at Rosebery Park, Poringland for Private Rented Sector rental.</td>
</tr>
</tbody>
</table>
ii) Old Costessey Conservation Area Character Appraisal and Management Plan; (item 6 page 26 of the Cabinet agenda, 8 December)

The recommendations from Cabinet will be tabled at the meeting

iii) Council Tax Support Scheme 2015/16; (item 8 page 60 of the Cabinet agenda, 8 December)

The recommendations from Cabinet will be tabled at the meeting

8. Monitoring Officer Report - (report attached – page 15)

9. Chairmen’s Reports;

To receive/hear reports and to take questions from Councillors and the public.

Note: [Time allocated to be at the discretion of the Chairman. No notice is required of questions, however it may be necessary for written answers to be provided where an immediate response cannot be supplied]. If members choose to submit questions in writing in advance, they will be circulated before the meeting.


Questions to the Leader and other Cabinet members as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Wilby</td>
<td>Deputy Leader, Communities and Localism</td>
</tr>
<tr>
<td>Yvonne Bendle</td>
<td>Housing and Public Health</td>
</tr>
<tr>
<td>David Bills</td>
<td>Innovation and Efficiency</td>
</tr>
<tr>
<td>Keith Kiddie</td>
<td>Environment and Regulation</td>
</tr>
<tr>
<td>Garry Wheatley</td>
<td>Finance and Resources</td>
</tr>
</tbody>
</table>

b. Scrutiny Committee -questions to the Chairman (report attached – page 19)

c. Licensing, Appeals and Complaints Committee/ Licensing and Gambling Acts Committee - questions to the Chairman (report attached – page 22)

d. Development Management Committee – Report of the Chairman questions to the Chairman (report attached – page 23)

10. Outside Bodies – Feedback from Representatives

   (please note that there are no reports to consider under this item)

11. To consider any correspondence
DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

<table>
<thead>
<tr>
<th>Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the interest directly:</td>
</tr>
<tr>
<td>1. affect yours, or your spouse / partner’s financial position?</td>
</tr>
<tr>
<td>2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?</td>
</tr>
<tr>
<td>3. Relate to a contract you, or your spouse / partner have with the Council</td>
</tr>
<tr>
<td>4. Affect land you or your spouse / partner own</td>
</tr>
<tr>
<td>5. Affect a company that you or your partner own, or have a shareholding in</td>
</tr>
<tr>
<td>If the answer is “yes” to any of the above, it is likely to be pecuniary.</td>
</tr>
</tbody>
</table>

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

<table>
<thead>
<tr>
<th>Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</td>
</tr>
</tbody>
</table>

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
P lease refer any queries to the monitoring officer in the first instance.
DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

What matters are being discussed at the meeting?

Do any relate to an interest I have?

A Have I declared it as a pecuniary interest?
OR
B Does it directly affect me, my partner or spouse’s financial position, in particular:
- employment, employers or businesses;
- companies in which they are a director or where they have a shareholding of more than £25,000 face value or more than 1% of nominal share holding
- land or leases they own or hold
- contracts, licenses, approvals or consents

YES

The interest is pecuniary – disclose the interest, withdraw from the meeting by leaving the room. Do not try to improperly influence the decision.

If you have not already done so, notify the Monitoring Officer to update your declaration of interests

NO

The interest is related to a pecuniary interest. Disclose the interest at the meeting. You may make representations as a member of the public, but then withdraw from the room

Does the matter indirectly affects or relates to a pecuniary interest I have declared, or a matter noted at B above?

YES

The Interest is not pecuniary nor affects your pecuniary interests. Disclose the interest at the meeting. You may participate in the meeting and vote.

Have I declared the interest as an other interest on my declaration of interest form? OR

Does it relate to a matter highlighted at B that impacts upon my family or a close associate? OR

Does it affect an organisation I am involved with or a member of? OR

Is it a matter I have been, or have lobbied on?

NO

You are unlikely to have an interest. You do not need to do anything further.
COUNCIL

Minutes of a meeting of South Norfolk Council held at South Norfolk House, Long Stratton on Monday 22 September 2014 at 7.30pm


Apologies: - Councillors Allen, Bendle, Dewsbury, Foulger, Gray, Neal, Riches, Thomson, Watt and Webster

Officers in Attendance: The Chief Executive (S Dinneen), the Director of Environment and Housing (A Jarvis) and the Director of Growth and Localism (T Horspole) and the Acting Director of Business Development (D Lorimer)

3250 DECLARATIONS OF INTEREST

The following members declared interests under minute 3253 (iii), the Diss Heritage Triangle. All three members left the meeting room whilst the item was being discussed.

<table>
<thead>
<tr>
<th>Member</th>
<th>Nature of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>K Kiddie</td>
<td>Other interest as the Mayor of Diss</td>
</tr>
<tr>
<td>T Palmer</td>
<td>Other interest as a member of Diss Town Council</td>
</tr>
<tr>
<td>G Walden</td>
<td>Pecuniary Interest as the Chairman of the Corn Hall Trust</td>
</tr>
</tbody>
</table>

3251 MINUTES

The minutes of the meetings held 7 July and 28 July 2014 were agreed as an accurate record and signed by the Chairman

3252 CHAIRMAN'S ANNOUNCEMENTS

The Chairman referred to his engagements outlined at page 18 of the agenda. He gave thanks to all those members and officers who had attended the Chairman’s Civic Reception, held 19 September at the Diss High School.
3253 RECOMMENDATIONS FROM THE CABINET

(i) Capital and Treasury Management Report – Quarter 1 2014/15

Cllr G Wheatley presented the recommendations from Cabinet.

It was unanimously

<table>
<thead>
<tr>
<th>RESOLVED:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Approve the addition to the capital programme of the renewal of play equipment at a number of sites throughout the District with funding from the S106 provision.</td>
</tr>
<tr>
<td></td>
<td>2. Approve the 2014/15 prudential indicators for the quarter; and</td>
</tr>
<tr>
<td></td>
<td>3. Note the treasury activity in the quarter and that it complies with the agreed strategy.</td>
</tr>
</tbody>
</table>

(ii) Greater Norwich Growth Programme 2015/16 – South Norfolk Business Plan

Cllr J Fuller briefly outlined the back ground to the report and referred to the key areas for development during 2015/16, which included the Hempnall Crossroads, Long Stratton bypass and Longwater/Easton highways improvements.

It was unanimously

<table>
<thead>
<tr>
<th>RESOLVED:</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Agree the 2015/16 Business Plan for South Norfolk (attached as Appendix A of the Cabinet report) for consideration by the October meeting of the Greater Norwich Growth Board as part of the 2015/16 Growth Programme; and</td>
</tr>
<tr>
<td></td>
<td>2. Agree to pool CIL payments for 2015/16 to help ensure the delivery of the Growth Programme.</td>
</tr>
</tbody>
</table>

(iii) Diss Heritage Triangle

Cllr M Wilby presented the recommendations from the Cabinet, regarding the proposed funding package to support the planned regeneration of the historic centre of Diss.
Referring to the recommendations, he moved the following amendment, which was
duly seconded by Cllr C Kemp:

In recommendation 4, to delete “all” after “obtaining” and to add at the end of the
sentence “to enable the anticipated grant from the Heritage Lottery Fund to be
released”. The new recommendation would read: “The Diss Heritage Partnership
successfully obtaining the necessary funding to enable the anticipated grant from the
Heritage Lottery Fund to be released”.

Members noted that the current wording of the recommendation was restrictive in
that it did not allow the release of South NorfolkCouncil funding until all other
necessary funding was obtained. However, due to a small shortfall in funding, there
were plans to split the project in to two phases. The amendment would ensure that
the Council’s funding was released sooner, so as not to jeopardise full completion of
Phase 1. Council was assured that other conditions regarding payment milestones
were in place to protect the Council’s financial interests.

Cllr T Lewis expressed his support for the project which he considered to be well
planned and resourced. However, he was concerned that the market towns,
followed by the more rural areas, were given priority when it came to Council funding,
with the more suburban areas such as Costessey, losing out. Reference was made
to the Costessey Community Centre, where much of the required funds had been
raised within the parish itself.

Cllr B McClenning was also supportive of the proposals, although he felt the plans to
replace the toilets at the Mere with one self-cleaning toilet, to be insufficient.

In response, Cllr Fuller felt that it was unfair to infer that Costessey failed to benefit
from Council funding, and he referred to a number of community projects where the
Council had been one of a number of organisations, providing financial support. He
felt the proposed provision of toilets in Diss to be adequate, and he reminded Council
that this regeneration project was community led and had not been instigated or was
being led by the Council itself.

Cllr T East stressed that Cllr Lewis’ comments were not meant as a criticism to the
Council or the Diss Heritage Triangle project; the point being made was that because
of its size, areas such Costessey often failed to fit in to required funding criteria.

Members then voted on the amendment, and this was unanimously carried.

It was then unanimously

<table>
<thead>
<tr>
<th>RESOLVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>To approve the funding package outlined within the report, subject to</td>
</tr>
<tr>
<td>the following conditions:</td>
</tr>
<tr>
<td>1. The successful outcome of the due diligence work;</td>
</tr>
<tr>
<td>2. The agreement of Diss Town Council to the proposal and</td>
</tr>
<tr>
<td>payment milestones;</td>
</tr>
<tr>
<td>3. Delivery of the payment milestones;</td>
</tr>
<tr>
<td>4. The Diss Heritage Partnership successfully obtaining the</td>
</tr>
<tr>
<td>necessary funding to enable the anticipated grant from the</td>
</tr>
<tr>
<td>Heritage Lottery Fund to be released</td>
</tr>
</tbody>
</table>
Cllr Fuller introduced the Chief Executive’s report regarding arrangements following the departure of the Deputy Chief Executive. He explained that it was now proposed that the plans to recruit a Commercial Director should not be progressed, and with the interim arrangements working very well, that Debbie Lorimer be appointed as Acting Director of Business Development until 30 May 2015.

Cllr Fuller also made reference to the appointment of Leah Mickleborough as Monitoring Officer and Emma Goddard as Deputy Monitoring Officer and he drew attention to the review of directorate responsibilities and the subsequent amendments to the scheme of delegation outlined at Appendix 1 of the report.

During discussion, Cllr T Lewis referred to the high numbers of staff leaving the authority suggesting that it was regrettable that not more staff were on permanent contracts. In response, Cllr Fuller explained that some staff were hired to do specific areas of work and their contracts reflected the short term nature of the job in hand. He reminded members that the Council had been awarded Investors in People Gold and he suggested that staff retention was not a problem.

Cllr J Herbert expressed concerns that the new Acting Director of Business Development would continue in her role as the Head of Finance suggesting that the appropriate “checks and balances” would not be in place. He referred back to his previous concerns relating to the audit function, which despite its need for independence, lay within the remit of the Finance, Regulation, Audit and Governance Committee, which reported directly to the Executive of the Council.

Cllr K Weeks stressed the need for the Scrutiny Officer to retain an independent role, working solely for members, and he hoped that this position would not be compromised now that Mrs Goddard had been appointed as Deputy Monitoring Officer.

Responding to these queries, Cllr Fuller confirmed that Mrs Lorimer would continue in her role as Section 151 Officer, but added that the Monitoring Officer role had deliberately been appointed from a different directorate, to ensure independence. Cllr B McClennning, as Vice-Chairman of the Scrutiny Committee confirmed that due to the Scrutiny Committee’s unique role, the Scrutiny Officer was required to take on an independent role in support of members and he was in no doubt that this would continue.

With 35 votes for and 1 against, it was

<table>
<thead>
<tr>
<th>RESOLVED:</th>
<th>To Approve:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The appointment of Debbie Lorimer to the post of Acting Director of Business Development until 30 May 2015;</td>
<td></td>
</tr>
<tr>
<td>2. The appointment of Leah Mickleborough, Compliance and Risk Manager, as the Council’s Monitoring Officer, and the appointment of Emma Goddard, Scrutiny and Information Rights Officer, as Deputy Monitoring Officer;</td>
<td></td>
</tr>
</tbody>
</table>
3. The revision to the responsibilities of senior officers as attached to Appendix 1, and authorise the Monitoring Officer to make any necessary constitutional revisions arising from this report

3255 MONITORING OFFICER’S REPORT

Cllr J Fuller presented the Monitoring Officer’s report to members, which provided an update on numerous administrative matters and sought approval for several constitutional amendments.

It was unanimously

RESOLVED: -

To approve the proposed changes at paragraph 3.2 of the report, and to authorise the Monitoring Officer to make any Constitutional Changes necessary.

3256 CHAIRMEN’S REPORTS

a) Cabinet - Report of the Leader

Members noted the report of the Leader of the Council.

Cllr T Lewis referred to the high numbers of staff leaving the Council’s employment and asked whether any of these staff had been subject to compromise agreements. The Chief Executive agreed to look into the matter further and to report back to Cllr Lewis after the meeting.

Cllr M Edney asked Cllr Fuller if he would consider amalgamating the Neighbourhood Fund (where only 14% of funds had been spent) with the Community Action Fund (where 48% of funds had already been committed), which would not only simplify the process for applicants, but would allow more funding to benefit local communities. Cllr Fuller explained that this very matter was to be discussed at the Growth and Localism Committee the very next day.

Cllr T Lewis expressed his concerns with regard to the use of informal meetings for policy committees. There were no minutes arising from these meetings and therefore there was no record for the public or other members to refer back to. He had taken advice from the Monitoring Officer regarding his concerns, and he understood that these meetings were legal and he could see why they were practical on occasions, but he stressed the need for the Council to balance this with the need to be open and transparent. He was concerned that public perception could be a real issue for the Council, in this respect. He advised that members of his Group would carefully consider on a case by case basis, whether they should partake in such meetings in the future. He went on to refer to the terms of reference of the policy committees and the rules of substitution which he felt to be very restrictive.
Cllr Fuller was disappointed that the Liberal Democrat Group might not partake in future informal meetings; policy formation did on occasions require informal meetings to allow for full and frank discussions whilst working up the options. He would not apologise for trying to engage members, and he reminded Council that these were non-decision making bodies. In relation to the rules of substitution, he stressed the need for Scrutiny to work independently from Cabinet, thus the need to ensure that not too many members of Scrutiny served on these committees. Cllr K Weeks explained that he often attended meetings neither as a member of the committee or as a substitute members, but he was satisfied that he could still contribute to the debate.

Cllr V Bell thanked Cllr D Bills for his recent attendance at the opening of the West Costessey Hall, which had attracted over 400 residents, and she hoped that he would be attending similar events in Costessey in future. Cllr Bills explained that he had been delighted to have been in attendance and would willingly support future events in Costessey.

Cllr B McClenning referred to the new materials recycling facility and queried how the new rules for recycling would be promoted. Cllr K Kiddie confirmed that bin stickers would be issued to every household and there would also be an article in the Link Magazine. Responding to further queries, Cllr Kiddie confirmed that the Council hoped to achieve recycling rates of over 50%. The payback period for the cost of the contract would depend very much on market forces, and could not be estimated at this time. With regard to a query regarding food waste, he explained that its collection was an expensive and complicated process. Whilst it might be working well in areas such as Norwich City, he felt that it would not be as cost effective in such a rural area as South Norfolk. During discussion it was suggested that a Director from the New Materials Recycling Facility joint venture company be invited to provide a presentation/briefing for members at South Norfolk Council.

b) Report of the Scrutiny Committee

Members noted that the Scrutiny Committee had not met since the last meeting of the Council.

c) Licensing, Appeals and Complaints Committee / Licensing and Gambling Acts Committee – Report of the Chairman

Members noted that the Licensing Committee had not met since the last meeting of the Council.

d) Development Management Committee – Report of the Chairman

Members noted the report of the Chairman of the Development Management Committee.
3258 OUTSIDE BODIES – REPORTS FROM COUNCIL REPRESENTATIVES

The Chairman reminded Council that should members feel that they had feedback on any outside body which required the attention of all members and was significant enough to be raised within the public arena, a short written report should be submitted to Democratic Services, for inclusion in the next Council agenda. Any other information on outside bodies should be communicated to fellow members via email, or within the Members’ Bulletin if felt appropriate.

Cllr C Kemp referred to his report submitted regarding the Police and Crime Panel for Norfolk. He reminded members that he would be delivering a presentation with regard to the Police and Crime Panel and the work of the Commissioner, at 6.00pm on Thursday 16 October; all members were welcome.

Cllr K Weeks, along with other members, was concerned at the contents of the report and he suggested that the Council put forward a proposal to make recommendations to ministers regarding the current system of police governance. Cllr Kemp referred to the Panel’s letter to the Home Secretary and explained that a response had been received from Rt Hon Mike Penning MP. Cllr Kemp felt that it would be helpful to circulate copies of both these letters to all members.

(The meeting concluded at 9.01 pm)

CHAIRMAN
## CIVIC ENGAGEMENTS

**CHAIRMAN: Cllr DAVID GOLDSON / VICE CHAIRMAN: Cllr GLYN WALDEN**

Chairman: 23 September – 15 December 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 September</td>
<td>Dedication Ceremony to honour organ donors</td>
</tr>
<tr>
<td></td>
<td>Norfolk and Norwich University Hospital</td>
</tr>
<tr>
<td>28 September</td>
<td>Civic Service</td>
</tr>
<tr>
<td></td>
<td>Wymondham Abbey</td>
</tr>
<tr>
<td>11 October</td>
<td>Launch of new community café</td>
</tr>
<tr>
<td></td>
<td>Cringleford Hub Charity</td>
</tr>
<tr>
<td>12 October</td>
<td>Harvest Festival</td>
</tr>
<tr>
<td></td>
<td>St Edmundsbury Cathedral</td>
</tr>
<tr>
<td>14 October</td>
<td>Civic Reception</td>
</tr>
<tr>
<td></td>
<td>Gorleston Pavilion</td>
</tr>
<tr>
<td>19 October</td>
<td>Justice Service</td>
</tr>
<tr>
<td></td>
<td>Norwich Cathedral</td>
</tr>
<tr>
<td>21 October</td>
<td>Birthday honours medal presentation</td>
</tr>
<tr>
<td></td>
<td>Great Hospital, Norwich</td>
</tr>
<tr>
<td>26 October</td>
<td>Trafalgar Day Parade and Service</td>
</tr>
<tr>
<td></td>
<td>Bury St Edmunds</td>
</tr>
<tr>
<td>28 October</td>
<td>Bernard Matthews Youth Awards</td>
</tr>
<tr>
<td></td>
<td>OPEN, Norwich</td>
</tr>
<tr>
<td>1 November</td>
<td>Lemon Day Celebrations</td>
</tr>
<tr>
<td></td>
<td>Wymondham</td>
</tr>
<tr>
<td>8 November</td>
<td>Remembrance Service</td>
</tr>
<tr>
<td></td>
<td>Bury St Edmunds</td>
</tr>
<tr>
<td>15 November</td>
<td>Freemasons’ Grand Charity General Meeting</td>
</tr>
<tr>
<td></td>
<td>Norwich</td>
</tr>
<tr>
<td>18 November</td>
<td>Celebration of 175 years of Policing in Norfolk</td>
</tr>
<tr>
<td></td>
<td>Wymondham</td>
</tr>
<tr>
<td>20 November</td>
<td>Medieval Banquet</td>
</tr>
<tr>
<td></td>
<td>Bury St Edmunds</td>
</tr>
<tr>
<td>22 November</td>
<td>Charity Concert</td>
</tr>
<tr>
<td></td>
<td>Thetford</td>
</tr>
<tr>
<td>25 November</td>
<td>Duchess of Cambridge visit on behalf of EACH</td>
</tr>
<tr>
<td></td>
<td>Norfolk Showground</td>
</tr>
<tr>
<td>26 November</td>
<td>Design Awards</td>
</tr>
<tr>
<td></td>
<td>South Norfolk House</td>
</tr>
<tr>
<td>2 December</td>
<td>Carol Concert</td>
</tr>
<tr>
<td></td>
<td>Diss Corn Hall</td>
</tr>
<tr>
<td>3 December</td>
<td>Carol Service</td>
</tr>
<tr>
<td></td>
<td>St Edmundsbury Cathedral</td>
</tr>
<tr>
<td>10 December</td>
<td>Visit to Nelson’s Journey</td>
</tr>
<tr>
<td></td>
<td>Norwich</td>
</tr>
<tr>
<td>11 December</td>
<td>Reception</td>
</tr>
<tr>
<td></td>
<td>King’s Lynn</td>
</tr>
<tr>
<td>12 December</td>
<td>Dementia Group Visit</td>
</tr>
<tr>
<td></td>
<td>Wymondham</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>27 September</td>
<td>Annual Joan Mann Special Needs Sports Day RAF Mildenhall</td>
</tr>
<tr>
<td>5 October</td>
<td>Charity Concert The Apex, Bury St Edmunds</td>
</tr>
<tr>
<td>8 October</td>
<td>Memorial Service for Sir Eldon Griffiths OBE St Edmondsbury</td>
</tr>
<tr>
<td>9 November</td>
<td>Service of Remembrance Thetford</td>
</tr>
<tr>
<td>11 November</td>
<td>Fish and Chip Quiz Night Great Yarmouth</td>
</tr>
</tbody>
</table>
Monitoring Officer Report

Monitoring Officer

The purpose of this report is to seek approval to modify outside appointments, and highlight proposals regarding the community grant programme.

<table>
<thead>
<tr>
<th>Cabinet member(s):</th>
<th>Ward(s) affected:</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Fuller</td>
<td>All</td>
</tr>
</tbody>
</table>

Contact Officer, telephone number, and e-mail: Leah Mickleborough 01508 533954 lmickleborough@s-norfolk.gov.uk

1. - Changes to Outside Appointments

1.1. Two minor modifications are proposed to outside appointments. Following changes to the Local Government Association structure, the Rural Services Network (rep. Cllr Bendle) annual meeting now occurs at the annual LGA Rural Conference (rep. Cllr J. Savage). The key element to representation on the Rural Services Network is attending the annual meeting, and for efficiency purposes it is therefore more practical to re-allocate the Rural Services Network representation to Cllr J. Savage, who can represent the Council whilst attending the Rural Conference.

1.2. However, the Council has been requested to appoint a member to the Local Government Information Unit, and it is proposed to appoint Councillor Bendle to represent the Council on this body.

2. - Community Grant Programme

2.1. The member-led grant programme introduced in May 2014 has been highly successful, having now committed funding to over 100 community groups within South Norfolk and attracted positive feedback from grant recipients.

2.2. Looking ahead, it is anticipated that members may already be in a position where they are aware of organisations in their communities who would like to seek funding during the 2015/16 year. From a practical standpoint, it would be clearly unfair to a newly elected member or new Neighbourhood Chairmen to face the position whereby their budget had already been committed to particular groups or projects.

2.3. From a legal standpoint, the Council also needs to ensure it is compliant with the Statutory Code of Practice on Local Government Publicity, which recognises that
during the pre-election period the Council should be sensitive to local issues and not undertake activities which may raise the profiles of individual members. It would be unfortunate were a genuine effort to support a valuable local community group be tainted by the suggestion that there was a political motivation to it.

2.4. For these reasons, it is suggested that the ground rules for the community action fund and local ward budget are amended as follows:

2.4.1. Community Action Fund – during a pre-election period, the Community Action Fund will be closed. The Fund will be re-opened following the appointment of the Neighbourhood Area Chairmen at the first Council meeting following the election;

2.4.2. Member Ward Budget – during a pre-election period, the Member Ward Budget will be closed. The budget will become available to the member following the Monitoring Officer receiving a signed declaration of acceptance of office from the member.

2.5. Should this proposal be agreed, prior to the election members will be welcome to notify the grants administrator of funding proposals within their community of which they are aware in the event that this information can be passed on should a new Councillor be elected for the area.

3. - Recommendations

3.1. Council is requested to approve the changes to outside appointments highlighted in paragraph 1 and to agree the changes to the community grant ground rules noted in paragraph 2.4 of the report.
This report covers the items discussed at the 27 October 2014 Cabinet meeting. If required, a verbal update will be provided at the Council meeting, with regard to the Cabinet meeting held on 8 December 2014.

Cabinet member(s): Cllr J Fuller
Ward(s) affected: All

Contact Officer, telephone number, and e-mail: Claire White 01508 533685 cwhite@s-norfolk.gov.uk

1. **Performance, Opportunities/Risks and Revenue Budget Position Report April to September 2014/15**

1.1. This report painted a very positive picture over the whole range of strategic indicators, and it was pleasing to note that no strategic performance indicators had appeared red over the last 18 months. We also noted that the move towards offering a commercial trade waste service to customers would create additional income streams and help to drive further efficiencies and a more resilient service.

1.2. It was brought to our attention that the amount of affordable housing forthcoming in the District was on line to exceed targets set by the end of the year, and the number of empty homes in the District was at its lowest in five years.

1.3. Other areas of good performance included household and major planning applications, children’s activities, and the Elections and Food Hygiene teams.

1.4. We were very pleased to see that the Community Action Fund and the Member Ward Budgets were working well, adding value to local communities.

1.5. Despite being in a comfortable position half way through the financial year with a forecast of a revenue surplus of £1.5 million for 2014/15, Cabinet recognise the need for a cautious approach over the remaining months of the year.

2. **Capital and Treasury Management Report Quarter 2 2014/15**

2.1. We received a summary of the latest position regarding the Council’s significant capital schemes, in particular Cygnet House, IT Projects and Build Insight Ltd, as well as proposals for property procurement and the plans to retain 10 houses at Rosebery Park, Poringland, for private rented sector rental. Cabinet recognised that these property investments gave the Council the opportunity to diversify its investment portfolio.
2.2. We agreed to re-programme the capital schemes at Ketteringham and Leisure Provision into 2015/16 and bring forward £100,000 pf funding from 2016/17 for Cygnet House.

3. - **A11 Growth Corridor Project Proposal**

3.1. Cabinet was encouraged to hear about the proposals which would bring forward employment land, deliver a branded campaign to attract new businesses and investment to the area, as well as providing business support to encourage the growth of existing businesses along a 25 mile stretch of the A11. We approved the proposal for the Phase One project including the delivery approach and timelines.

3.2. The next stage would see the Council working in partnership with Breckland District Council to secure funding to ensure delivery of the project and we agreed to enter into a Memorandum of Understanding in this regard.

4. - **Community Grant Schemes**

4.1. We were updated on the Community Grant Schemes and agreed to terminate the Neighbourhood Fund and reallocate the remaining funding within the Community Action Fund (CAF), also agreeing to modify the Ground Rules to enable funding of less than £2,000 to be allocated. We considered this to be a simpler approach which would deliver positive benefits to communities in the District.

5. - **Recommendations from the Scrutiny Committee – South Norfolk Market Towns’ Initiative**

5.1. We endorsed the recommendations of the Scrutiny Committee

   5.1.1. To arrange a ‘conference’ for Town Teams’ Representatives and local members to share their experiences and discuss the points raised at the Scrutiny meeting on 1 October 2014.

   5.1.2. That the Town Teams meet regularly to share ideas collectively.

6. - **Internal Audit Contract Award**

6.1. We were pleased to note that members of the consortium had chosen to remain with the current delivery model for Interface Services and we recognised that this was because of the skill and organisation of the staff at SNC.

6.2. We approved the award of the Internal Audit Service Contract, as outlined in the Cabinet report.
Council 15 December 2014

Agenda Item No_____9b_____

Report of the Scrutiny Committee Chairman

This report is to update members on the work of the Scrutiny since the last Council meeting on 7 July 2014.

Cabinet member(s): Ward(s) affected:
All All

Contact Officer, telephone number, and e-mail:
Emma Goddard 01508 533747 egoddard@s-norfolk.gov.uk

1. Scrutiny Committee – 1 October 2014

1.1. Review of Market Towns Initiative

1.1.1. Scrutiny Committee considered a report on the South Norfolk Market Towns’ Initiative at its meeting on 1 October 2014. The Committee also received representation from members of three out of the four Town Teams.

1.1.2. The Committee welcomed the work to date on the initiative, particularly the training programme offered to owners of retail businesses, the events the Council had assisted to provide and individual Town branding that had been developed. In considering the report, Scrutiny Committee discussed signage to the Market Towns, provided to help visitors navigate around the towns, as well as signage to the towns and noted that although this was vitally important, improvements to visitor numbers were more likely to be achieved through effective branding and marketing of the Towns, which would encourage people to plan a visit. Members also considered ways in which tourism could be promoted in each of the Towns and suggested that attracting coach tours and ‘twinning’ towns could be beneficial (for example, combining Wymondham and Dereham through the Mid Norfolk Railway steam train attractions).

1.1.3. Members also had the opportunity to hear the views and experiences of some members of the Town Teams. The Committee received representations from Harleston, Wymondham and Diss. Members learned of events that Harleston had organised, which were unlikely to have been provided if it were not for funding provided by the Council. The events had attracted large numbers to the Town and had received positive feedback. Retailers in the Town had also worked successfully together in order to benefit the whole Town and were keen to develop the Initiative further.

1.1.4. Wymondham similarly had witnessed a positive shift towards business owners in the Town working together to address local issues. Many local events had also been organised in Wymondham, many of which had been well attended. Members discussed the issues that were facing the Town, primarily the impact of the new out-of-town
Morrison’s supermarket, and considered there was a need to promote access to the Town Centre from the supermarket.

1.1.5. The experience in Diss highlighted that work would need to be done to rejuvenate the Diss town team. It was considered that the Heritage Triangle project had started this, bringing together many individuals and organisations in the Town. The good progress made towards securing funding, not least because of the significant funding from South Norfolk Council, was noted by the Committee.

1.1.6. The Scrutiny Committee concluded by supporting the recruitment of a dedicated Market Towns’ Co-ordinator and recommended that once in place, their contact details should be communicated to the Town Teams. The Committee was also keen to review the South Norfolk Market Towns’ Initiative once the Market Towns’ Co-ordinator is in post, and invite Town Teams’ Representatives back to the Scrutiny Committee in one year to report back on the progress with the Initiative.

1.1.7. In addition to the above, the Committee considered that the debate and discussion with the representatives from the Town Teams had been extremely valuable for both the Council and the members of the Town Teams. Although the Towns are diverse, members concluded that much could be gained through regular meetings between all Town Teams and Council officers. Scrutiny Committee resolved to make the following recommendations to Cabinet:

a) That a ‘conference’ be arranged to take place as soon as possible so that Town Teams’ Representatives can share their experiences and discuss the points raised at this meeting. Local members to also be invited; and

b) That the Town Teams should meet regularly to discuss their experiences and share ideas collectively.

1.1.8. The recommendations to Cabinet were later agreed at its meeting on 27 October 2014.

2. Scrutiny Committee –21 November 2014

2.1. Whitlingham Charitable Trust Funding Arrangement

2.1.1. Members received a report on the progress of the implementation of the committee’s recommendations to the Whitlingham Charitable Trust following the review undertaken on 6 July 2014. The Committee was advised that negotiations were underway for the Trust to adopt a performance management framework and it was hoped that this would be approved at a meeting of the Trust in early December 2014. Members were advised that improvements had already been implemented by the Trust, including the installation of 46 new signs across its car parks to address the most common misunderstandings for visitors using the park. Members were also pleased to learn that the Trust had decided not to introduce 24-hour parking as had been previously planned, and that a system of daily cash collections from parking machines had been implemented to prevent theft. Members were pleased that the Trust had addressed concerns raised by the Committee and noted the report.

2.2. Nplaw review 2014

2.2.1. Members considered a report which reviewed the service received from nplaw. The Committee was pleased to note that nplaw was continuing to deliver a high standard of
service and had worked with the Council to ensure that all key Section 106 Agreements had been successfully completed prior to the introduction of the Community Infrastructure Levy (CIL). Members were also advised that the service had achieved an ‘adequate’ audit opinion, with just one medium priority recommendation given, at its audit in the first quarter of 2014. Members discussed the cost associated with Counsel fees relating to Planning Inquiries and were advised that although the costs could not be recovered, it was important that Development Management Committee continued to determine planning applications based on their expertise and planning law and should not let decisions be influenced by the possibility of incurring costs. The Committee noted the effectiveness of the arrangements between the Council and nplaw and noted the report.

3. **Recommendation**

3.1. That Members note the work of Scrutiny as detailed in this report.
Report of the Chairman of the Licensing Appeals and Complaints Committee / Licensing and Gambling Acts Committee

1. Licensing Appeals and Complaints Committee
   1.1. A sub-committee met on 13 October 2014 to consider whether an applicant should continue to hold a Combined Hackney Carriage/Private Hire Driver’s Licence. Following discussion, the members concluded that the licence should not be revoked.

2. Licensing and Gambling Acts Committee
   2.1. There have been no meetings of the Licensing and Gambling Acts Committee since my last report.

3. Training
   3.1. There have been no training sessions since my last report.

Sue Thomson
Chairman
Development Management Committee – Chairman’s Report to Council

15 December 2014

Since the last Council meeting on 22 September we have had four Development Management Committee meetings. The meeting held on the 22 October was a special DMC to consider an application in Cringleford for 800 dwellings which needed to be considered against the polices of the Cringleford Neighbourhood Plan.

Our meeting in December was the first meeting held since the Council announced the updated interim position on 5 year land supply which we now have. This is a significant update and material change in determining planning applications and allows for the first time for decisions to be made in accordance with planned development.

Since April 2014 the Council has received 14 appeal decisions, of this 11 had been refused under the Council’s scheme of delegation with 10 of this being dismissed by the Planning Inspectorate. Of the 3 determined by DMC only one was allowed and this was on an over turned officer recommendation.

The above delegated appeal figures prove that members can have full confidence in the councils scheme of delegation. I would like to take this opportunity to congratulate our officers for achieving these outstanding appeals results.

The annual Design Awards presentation took place in November and a stunning new building at Norwich Research Park won top prize with a commendation being awarded to six new affordable homes for rent in Surlingham.

A report on pre-charging for commercial type pre-application advice was supported by members of the Environment Regulation and Planning Policy Committee on the 24 November and is being reported to Cabinet on the 10 December. I propose to update you orally on the outcomes of this meeting.

Cllr Joe Mooney, Chairman